

DELDOT SNOW REMOVAL REIMBURSEMENT PROGRAM 2015-2016 SEASON GUIDELINES

Measuring stations

- The University of Delaware continues to maintain and monitor the 26 Delaware Environmental Observing System (DEOS) stations that provide our accumulation data
 - The data can be viewed by the public on the University's website, www.deos.udel.edu.
 - **Accumulations over 4 inches are deemed qualified or eligible events** and will be posted on the DelDOT website, www.snow.deldot.gov as the snow event progresses.
- The highest measurement recorded within a snow zone will be used to determine the reimbursement category.

Annual Packet and Association data sheets

- Review all data sheets enclosed and **return the confirmation sheet** in self-addressed stamped envelope provided in annual packet by **December 1, 2015**.
- Any **changes** should be noted on the confirmation sheet and returned along with the Association Change form.
- The Division of Accounting prints all State of Delaware checks and requires the completion of a DE W-9 any time there is a change in the associations address. The form may be completed online at <https://w9.accounting.delaware.gov/>. Questions may be directed to Vendor Maintenance at 302-672-5000.
- Road listings should be reviewed and any discrepancies reviewed **before** the first snowfall.
- The same reimbursement rates are used for all locations and include a mobilization fee which encompasses start up, fuel costs, equipment rental, etc.
- The rate list is enclosed in your packet and is broken down by category with a table showing the maximum allowable cap for your subdivision. The cap is based upon your road miles, number of cul-de-sacs and dead ends. **If you have paid more than these rates in the past, you may want to review them with your contractor prior to his retention of service.**

Document Submission

- **Reimbursement requests for storms over 4 inches should be submitted as soon after an event as they occur** and sent to:

<u>Mail:</u>	DelDOT M&O	<u>Hours:</u>	7 am to 3:30 pm
	ATTN: Gloria Acevedo	Phone:	(302) 760-2085
	PO BOX 778	Fax:	(302) 739-7390
	Dover, DE 19903	Email:	dot.srrp@state.de.us
- Per Delaware Code/Title 17, Chapter 5.521, all contractors providing snow removal services must be licensed and insured. It is your responsibility to verify the contractor's insurance and **sign the certification portion** of the "2015-2016 Reimbursement Request Form". Copies of the license nor insurance do not need to be submitted.
- Be sure to review your request prior to submission, verifying that all information is complete and signatures are in the appropriate locations. Documents will be returned if not submitted properly.
- **All reimbursement requests must be submitted by June 1, 2016.** Claims received after this date will not be processed.

Contractor invoices

- Communicating with your snow removal contractor will assist with the understanding of the detailed itemization required and aware of the expected rates.
- Be sure that your contractor has listed:
 - The type of service completed (plowing snow and/or material application)
 - The date of service provided (a storm may last more than one day)
 - The dollar amount by day and service on their invoice.
 - Feeder Roads, if applicable, must be listed separately.
- Roads must be priced separately. Driveways, mailboxes, sidewalks, parking areas, etc. will **NOT** be reimbursed.

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Proof of Payment

- Proof of payment must be provided and may be in the form of:
 - A cancelled check (front and back) or screen print from bank. Mini check print outs are also acceptable.
 - A bank statement if the remit to is listed, otherwise a copy of the written check may also be required
- Optional notarized section on the reimbursement form.
 - This is a promise to pay if you have a small association and need the funds to pay the contractor.
 - Additional documentation may be requested if you are a large association or management company.

Per Event Billing – *You pay as each storm occurs.*

- Civic Associations that pay per event must follow the instructions provided on the enclosed reimbursement request form.
- Reimbursement Requests must be signed by an association officer certifying that a licensed and insured contractor was used for each qualified event.
 - The form must have daily breakdown of cost for plowing and materials used (salt/sand).
 - Only salt/sand used on the roadway is reimbursable and included in your cap calculations.
- **All reimbursement requests for the 2015-2016 winter season must be received in our office by June 1, 2016.** Claims received after this date will not be processed.
- Extra copies of the form may be printed from our website, www.snow.deldot.gov.

Annual contracts – *One fixed rate is paid for the entire snow season regardless of the number of snowfalls.*

- Submit one reimbursement request form with the contact information and contractor certification completed by December 31, 2014. If you pay pre and post season installments, please call for further clarification.
- Submit a copy of the signed fixed-rate contract, which must include:
State roads priced separately, no driveways, mailboxes, driveways, parking areas, etc.
- Submit a copy of the cancelled check paid to the company engaged to do the season's plowing.
- Once approved, you will receive your reimbursement automatically within 30 days of each qualifying event, without additional documentation required from you.
- Reimbursements will be up to 75% of the calculated cap by storm until 75% of your paid contract is depleted.

Feeder roads

- Only roads that have been determined by DelDOT as feeder roads will be reimbursed at feeder rates when proper documentation is submitted.
- If you have feeder roads as part of your subdivision, they are included in your Civic Association's reimbursement packet and are listed separately on the street listing and rate charts.
- A feeder road is a road that serves **more than a single subdivision as a primary entry way.** These roads may **serve two or more different subdivisions or a subdivision and either a school, church, business or other public building.**
- Feeder roads are reimbursed at the lesser amount of either 100% of the invoiced amount or 200% of the allowable cap.
- In order to be reimbursed for feeder roads, you must arrange to have your snow plow contractor separately itemize the charges for services for the feeder roads.
- When completing the reimbursement request form, you must indicate the itemized cost for the feeder road separately in the feeder road section.